



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHIZKA MAE M. ESTALLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.899

TOTAL NUMERICAL RATING: **4.899**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.899**


FINAL NUMERICAL RATING **4.899**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


CHIZKA MAE M. ESTALLO
Admin. Aide III

Reviewed by:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Recommending Approval:


LOUELLA C. AMPAC
Director, Financial Management Office

Approved:


DANIEL LESLIE S. TAN
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHIZKA MAE M. ESTALLO staff of the Office of the Head of Accounting commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2022.

CHIZKA MAE M. ESTALLO

Ratee

Approved: **NICK FREDDY R. BELLO**

Head of Unit

Rating Equivalents:

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

MFOs/PAFs	Success Indicator	Tasks Assigned	Target July- Dec. 2022	Accomplishment		Rating				Remarks
				Actual Accomplish ment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO5: SUPPORT TO OPERATIONS										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Assists in preparing/revising quality procedures	1	0.5	50%	5	5	5	5	Accomplished 50% of new procedure manual
	No. of documents coded based on ISO 9001:2015 standard forms	Codes documents	100	105	105%	5	5	5	5	105 coded documents
	No. of internal and external documents posted/monitored	Posts/monitors internal and external documents	250	261	104%	4	5	5	4.67	261 posted/monitored internal and external documents
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in the scanning and uploading the files	1	1	100%	5	5	5	5	Google drive backup files
	PI3. Number of best practices achieved	Prepares and submits financial documents	1	1	100%	5	5	5	5	timely submission of financial documents
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100% no complaint	100% no complaint	5	5	5	5	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	PI2. Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	6	6	100%	5	5	5	5	6 external linkages (PCC, GSIS, BIR, PHILHEALTH, PAG-IBIG & VSUCC)
Acctg MFO2: Disbursement / Processing Services										
	No. of summary from payroll encoded error free	Encodes summary from payroll error free	250	480	192%	5	5	5	5	Regular, PCC, Casual payroll

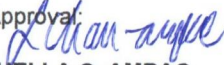
	No. of entries encoded error free	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	20,000	31,280	156%	5	4	5	4.67	31, 280 individual remittances of premiums and loan repayments remitted to concerced agency
	No. of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	6	6	100%	5	4	5	4.67	1 TRA for 5 campuses per month (VSU Main, Alang-alang, Isabel, Tolosa and Villaba
	No. of fund type monitored for BIR remittances	Monitors fund type for BIR remittances	7	7	100%	4	5	5	4.67	7 fund types (101 GF, 101T, 164 STF, 161 IGP, PCC, VSU PhilHealth Prof. fees, VSU Philhealth)
	No. of remittance list per fund prepared within mandated time	Prepares monthly consolidated remittance list to various agencies as supporting documents	250	413	165%	5	5	5	5	413 monthly consolidated remittance list
	No. of vouchers for remittances prepared error free (journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	250	257	103%	5	5	5	5	257 DVs for remittances
	No. of Obligation Request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	100	236	236%	5	5	5	5	236 Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)
	No. of BIR quarterly report prepared	Prepares BIR quarterly report	2	2	100%	4	5	5	4.67	2 quarterly reports
						72.00	73.00	75.00	73.33	Comments & Recommendations for Development Purpose: To attend trainings relevant to functions.
Total Over-all Rating						73.33				
Average Rating						4.89				
Additional points:										
Approved additional points (with copy of approval) :										
Final Rating						4.89				
Adjectival Rating						Outstanding				

1 - quality 2 - efficiency 3 - timeliness 4 - average

Evaluated and Rated by:


NICK FREDDY R. BELLO
 OIC-Head, Accounting Office
 Date: _____

Recommending Approval:


LOUELLA C. AMPAC
 Director, Financial Management Office
 Date: _____

Approved:


DANIEL LESLIE S. TAN
 VP for Administration and Finance
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1-Dec 31, 2022**

Name of Staff: Chizka Mae S. Martinez

Position: Admin. Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		59				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	N/A				
Average Score	4.92				

Overall recommendation : _____



NICK FREDDY R. BELLO
OIC-Head, Office of the Head of Accounting

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHIZKA MAE S. MARTINEZ**

Performance Rating: Outstanding

Aim: Effective delivery of administrative service

Proposed Interventions to Improve Performance:

Date: March 1

Target Date: December, 2023

First Step:

Training on financial management and other accounting functions

Result:

Improved performance

Date: _____ Target Date: _____

Next Step:

Recommend for Promotion

Outcome: _____

Final Step/Recommendation:

Prepared by:



NICK FREDDY R. BELLO
Immediate Supervisor

Conforme:



CHIZKA MAE S. MARTINEZ
Name of Ratee Faculty/Staff